



Caltrans District 4 Pedestrian Advisory Committee CHARTER

The primary mission of the Caltrans District 4 Pedestrian Advisory Committee is to help ensure that Caltrans District 4 capital projects, maintenance activities and operations meet the needs of pedestrian travelers on the state highway system within the District.

Goals and Objectives:

- Decrease pedestrian fatalities, injuries, and negative impacts from Caltrans facilities.
- Improve the walking environment and access on Caltrans facilities except where pedestrians are prohibited by law.
- Advise and inform Caltrans staff and the public on pedestrian needs and how projects can be improved.

Responsibilities and Tasks:

- Review and provide pedestrian-related input on district system plans and project initiation documents in order to ensure that pedestrian needs are being duly considered and accommodated.
- Provide input and awareness regarding existing major roadway deficiencies and needed upgrades, such as in the area of signal and traffic engineering, in support of pedestrian travel.
- Coordinate and share information with the public, regional and local pedestrian and bicycle committees, and the Metropolitan Transportation Commission Active Transportation Working Group.
- Advise and assist Caltrans on implementing existing policies such as Caltrans' Deputy Directive 64, Caltrans' Director's Policy 22, MTC's policy on Routine Accommodation of Bicyclists and Pedestrians in the Bay Area, the Strategic Highway Safety Plan, the California Blueprint for Bicycling and Walking, and Safe Routes to Schools Programs.
- Provide input on new policies and policy revisions pertaining to pedestrians.
- Review and comment on Caltrans standards, guidelines, and procedures as they affect pedestrian travel.

Membership Criteria & Requirements:

The District 4 Pedestrian Advisory Committee will be comprised of local and regional government agency staff, transportation professionals, and regional pedestrian advocates who regularly work on pedestrian issues and have an interest in improving pedestrian mobility, accessibility and safety throughout the nine San Francisco Bay Area counties.

Members will serve two-year terms that are staggered such that, in any given year, half of the members would need to reapply in order to continue as members.

Committee Member Responsibilities:

Pedestrian Advisory Committee members should:

- Consistently attend meetings.
- Adhere to District 4 Pedestrian Advisory Committee Charter.
- Participate as advocates for improving pedestrian mobility, accessibility and safety in District 4.

Committee Structure:

The Committee will elect from among its members a Chair and Vice Chair to serve on an annual basis. The Chair will facilitate the meetings using a simplified approach to Robert's Rules of Order. In the event of the Chair's absence from a meeting, the Vice Chair will facilitate.

The Committee's Caltrans staff liaison will be drawn from the Division of Transportation Planning and Local Assistance. The staff liaison will reserve the room for Committee meetings, attend such meetings, and take meeting notes or assign Caltrans staff for that purpose. The staff liaison will also provide the Committee with information on District activities related to the Committee objectives and responsibilities as described in the Committee Charter.

Committee Meetings:

Committee meetings will be held during District 4 business hours on at least a quarterly basis at the District 4 building at 111 Grand Avenue in Oakland.

Meetings are open to the public and anyone may attend. The opportunity for public comment will be available on any item on the agenda; a public comment period will be afforded as well for items not on the agenda within the Committee's scope. To stay on schedule, the Chair may impose reasonable time limits on speakers during meetings.

The Chair will develop and send the agenda for the upcoming meeting by electronic mail to the staff liaison at least two weeks in advance of the upcoming meeting. Supporting materials that consist of Caltrans documents and reports will be collected by the staff liaison, while supporting materials derived from sources outside Caltrans will be

collected by the Chair and Vice Chair, who will send these by electronic mail to the staff liaison at least two weeks prior to the upcoming meeting. The staff liaison will distribute the draft agenda, supporting materials and meeting notes by electronic mail to the members at least one week before the meeting. If a member lacks access to electronic mail, a paper transmittal will be mailed to that person. The agenda will be finalized and posted by the staff liaison on the District 4 Pedestrian Advisory Committee website at least 72 hours prior to the upcoming meeting.

The Chair and Vice Chair may form subcommittees. Committee assignments will be divided among committee members.